

Online Catalogue

Online Search and Reservation

Students and home tutors now have 24/7 access to their campus library catalogue.

By typing the below address into your web browser you can search the library catalogue and put a reservation on any item in the library. You can choose your own library books or look for information on a topic for an assignment.

Rockhampton: <http://rok.caprside.cmeweb.libcode.com.au>

Emerald: <http://em.caprside.cmeweb.libcode.com.au>

It is quite simple to use and you can search for and reserve as many items as you need (remembering you can only have 6 items out at a time).

A search screen will come up. You just type in what you want to find ? search by subject, title, author or series - and click on Search.

You will then see a list of possibilities. If only one interests you, click on Results. If more than one, click on the box in front of each one and then the grey bar at the bottom of the list ?View selected only?, then follow the above. (If you click on Related Areas it will give you a list of associated subject headings that may help you refine your search further or give you new keywords you can try in your search.)

When you have found the item you want, click on Details. This takes you to a screen with more information about the item. If this is what you would like to reserve, click on Reserve Item.

This will give you a screen where you need to put in some details ? your first and last name, your email address twice and then the password which is reserve. Click the grey bar ?Reserve Now?. You will get a message ?Your reservation has been sent, we?ll be in touch.?

The library staff then receive an email telling them there is a reservation and process it. You will receive an email back telling you if the item is on its way or delayed.

Happy searching!